

Provider Name		Program Name(s)		CSP-RP		# of Charts Rev		5		
Date of Review		Program Code(s)								
Provider Staff		Leadership: CSP-RP staff:				Reviewers				
Domain	Item Number	Standard	Contract monitor	1	2	3	4	5	Score	Notes
Domain 1: Staffing	1	Peer Support Position(s) & Role	1 Certified Recovery Support Specialist	Less than .10 FTE	.10 – .39 FTE	.40 – .69 FTE	.70 – .99 FTE	1 FTE		
	2	CSP/RP Team Availability	CSP/RP team operates at least 10 hrs/day, 5 days/week; available for scheduled evening/weekend appts as needed	Team is available < 10 hours per day, M-F	N/A	N/A	N/A	CSP/RP team operates at least 10 hrs/day, 5 days/week; available for scheduled evening/weekend appts as needed		
	3	CSP/RP Team performs as a team	Team engages in client-based discussions at least 2x/week (i.e., half hour or more); can be by phone; all staff aware of all client needs	All staff on team work independently; no familiarity with others' clients	No client-related meetings, but staff have back-up of 1-2 other team members	1 client-related meeting per week	2 meetings per week, but staff work independently	> 2 client-based meetings/week; full team is aware of each client's needs		
	4	Staff "Clinical" Supervision	CSP/RP staff receive a minimum of 3 hours of clinical supervision per month by Team Leader	Average of < 1.5 hours/month supervision for all CSP/RP staff	≥ 1.5 & < 2 hours/month	≥ 2 & < 2.5 hours/month	≥ 2.5 & < 3 hours/month	Average of at least 3 hours/month supervision (some individual and group) for all CSP/RP staff		
Domain 2: Service Intensity & Location	5	CSP/RP In-vivo services	At least 50% of total face-to-face service hours occur in the community.	≤ 20% of face-to-face hours in community	≥ 20 & < 35%	≥ 35 & < 50%	50%	> 50%		
	6	CSP Contacts	Expected # of clients receive at least 9 face-to-face contacts per quarter.	Team meets standard for < 40% of expected clients	Team meets standard for 40% - 59% of expected clients	Team meets standard for 60% - 79% of expected clients	Team meets standard for 80% - 89% of expected clients	Team meets standard for 90-100% of expected clients		
	7	CSP Service Intensity	Expected # clients receive at least 9 hours per quarter of face-to-face service (i.e., 36+ hours/year).	Team meets standard for < 40% of expected clients	Team meets standard for 40% - 59% of expected clients	Team meets standard for 60% - 79% of expected clients	Team meets standard for 80% - 89% of expected clients	Team meets standard for 90-100% of expected clients		
	8	CSP/RP Capacity	Program served at least the number of CSP/RP clients that their contracted/agreed upon capacity indicates	Team serves <40% of capacity	Team serves 40-59% of capacity	Team serves 60-79% of capacity	Team serves 80-89% of capacity	Team serves 90-100% of capacity		

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	9	CSP/RP Overall Hours	Program delivered at least the expected number of face-to-face CSP/RP service hours overall that their contracted/agreed upon capacity indicates	Team delivers <40% of expected F2F hours	Team delivers 40-59% of expected F2F hours	Team delivers 60-79% of expected F2F hours	Team delivers 80-89% of expected F2F hours	Team delivers 90-100% of expected F2F hours		
Domain 3: Documentation, Treatment Planning	10	Client needs	LOCUS is used to help determine the appropriate LOC at time of admission and upon level of care change.	<40% of clients have a LOCUS score at the right times & used in decision making	40-59% of clients have a LOCUS score at the right times & used in decision making	60-79% of clients have a LOCUS score at the right times & used in decision making	80-89% of clients have a LOCUS score at the right times & used in decision making	90-100% of clients have a LOCUS score at the right times & used in decision making		
	11	Functional Assessment	Functional skills assessment is conducted using a DMHAS approved assessment, the full assessment is administered upon admission with quarterly updates.	< 40% of clients have a full assessment administered upon admission, with updates as required	40% – 59% of clients have a full assessment administered upon admission, with updates as required	60% – 79% of clients have a full assessment administered upon admission, with updates as required	80% – 89% of clients have a full assessment administered upon admission, with updates as required	90-100% of clients have a full assessment administered upon admission, with updates as required		
	12		Functional skills assessments are fully completed and accurate: 1) LOAs completed; 2) Summary page and integrated summary included on full FAs;	<40% of clients have high quality FAs completed	40-59% of clients have high quality FAs completed	60-79% of clients have high quality FAs completed	80-89% of clients have high quality FAs completed	90-100% of clients have high quality FAs completed		
	13	Individualized Recovery Plan (IRP)	Goals in IRP are recovery life goals and in the client's own words	< 40% of clients have goals meeting criteria	40% - 59% of clients have goals meeting criteria	60% - 79% of clients have goals meeting criteria	80% – 89% of clients have goals meeting criteria	90-100% clients have goals meeting criteria		
	14		Each client has an IRP with the following structure: 1) target dates for objectives 2) identified persons/positions assigned to action steps; 3) frequency, intensity and duration of interventions 4) inclusion of person in recovery and natural supports, as appropriate	< 40% of clients have IRPs meeting all criteria	40% - 59% of clients have IRPs meeting criteria	60% - 79% of clients have IRPs meeting criteria	80% – 89% of clients have IRPs meeting criteria	90-100% clients have IRPs meeting criteria		
	15		Each client has an IRP with the following content-related pieces: 1) Identification of strengths & barriers (including from FA); 2) Objectives are measurable; 3) Skill-building language is used in some interventions if person is in action stage 4) TCM is included, if needed	< 40% of clients have IRPs meeting all criteria	40% - 59% of clients have IRPs meeting criteria	60% - 79% of clients have IRPs meeting criteria	80% – 89% of clients have IRPs meeting criteria	90-100% clients have IRPs meeting criteria		

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	16		Each recovery plan is reviewed & updated every 90 days	< 40% of clients have a recovery plan updated every 90 days	40% – 59% of have a recovery plan updated every 90 days	60% – 79% of clients have a recovery plan, updated every 90 days	80% - 89% of clients have a recovery plan, updated every 90 days	90-100% of clients have a recovery plan, updated every 90 days		
	17	Encounter Notes	Encounter notes: 1) interventions relate to goals & objectives in IRP; 2) Interventions written in behavioral terms specifying teaching, coaching, cueing, etc.; 3) Includes client response to interventions & next steps; 4) date, start/end time 5) location of service; 6) staff sign, date & credentials.	< 40% of encounter notes meet description.	40% - 59% of encounter notes meet description.	60% - 79% of encounter notes meet description.	80% – 89% of encounter notes meet description.	90-100% encounter notes meet description.		
Domain 4: Interventions										
	18	Stages of Change	Stage of change is assessed and interventions are appropriately matched.	<40% of charts show evidence of stagewise services; none of the staff interviewed can articulate appropriate matching strategies	40-59% of charts show evidence of stagewise services; 1/4 of staff interviewed can articulate appropriate matching strategies	60-79% of charts show evidence of stagewise services; 1/2 of staff interviewed can articulate appropriate matching strategies	80-89% of charts show evidence of stagewise services; 3/4 staff interviewed can articulate appropriate matching strategies	90-100% of client charts show evidence of stagewise services; all staff can articulate appropriate matching strategies		
	19	Skill-Building Interventions	Staff routinely use skills lists, skill-builder toolkits and curricula to guide skill-building interventions.	< 40% of staff	40-59% of staff	60-79% of staff	80-89% of staff	90-100% of staff		
	20	Mutual Support Groups	Assertive linkage to mutual support groups (e.g., staff attend with client for 1st time, find sponsor/group, 12-step facilitation curriculum used, role play first meeting, debrief experiences)	No assertive linkage to mutual support groups.	Mutual support - One type of assertive linkage utilized; some documentation in plan/enc notes.	Mutual support - Two types of assertive linkage utilized; some documentation in plan/enc notes.	Mutual support - Three types of assertive linkage utilized; some documentation in plan/enc notes.	Mutual support - Four types of assertive linkage utilized; full documentation in plan/enc notes.		

